

2011 APPLICATION TO CARRY FORWARD EXCESS ANNUAL LEAVE
(To be completed by the employee)

EMPLOYEE NAME: _____ EIN: _____

AGENCY: _____ POSITION NUMBER: _____

WORK LOCATION: _____ WORK PHONE: _____

COVERED EMPLOYEE: ☐ YES ☐ NO

Was leave carried over last year? ☐ YES ☐ NO If yes, how many hours? _____

I will be unable to reduce my allowed annual leave balance to **240* hours (320 hours for an uncovered employee) by 1/6/12** and wish to submit an application for an exception. Projected excess: _____ hours.

*NOTE: An employee who has earned additional annual leave for working on a state holiday may carry forward all holiday annual leave earned. However, an agency head may pay the employee for any or all of the employee's holiday annual leave at any time, subject to available funding. If you have any questions, please contact your agency Human Resources Office for assistance.

Provide the specific reason(s) for the request and the attempts that have been made to exhaust the excess leave within the current calendar year:

I am requesting (please check the appropriate box):

- ☐ The excess hours be carried forward** to the next calendar year.
- ☐ Subject to available funding, the excess hours be paid.
- ☐ A combination of both: _____ hours paid and _____ hours carried forward**.

If requesting any hours be carried forward to the next calendar year, please provide your plan of action to ensure the excess annual leave is used by **4/28/12, and your plan to ensure you will not have excess annual leave in future years:

2011 APPLICATION TO CARRY FORWARD EXCESS ANNUAL LEAVE (cont'd)

SIGNATURES

Employee Signature

Date

Immediate Supervisor's Signature

Date

RECOMMEND ☐ APPROVAL ☐ DENIAL

AGENCY RECOMMENDATIONS

(Name, Title, Signature)

Date

RECOMMEND ☐ APPROVAL ☐ DENIAL

(Name, Title, Signature)

Date

RECOMMEND ☐ APPROVAL ☐ DENIAL

(Name, Title, Signature)

Date

RECOMMEND ☐ APPROVAL ☐ DENIAL

(Name, Agency HR Manager, Signature)

Date

RECOMMEND ☐ APPROVAL ☐ DENIAL

FOR ARIZONA DEPARTMENT OF ADMINISTRATION USE ONLY

Scott A. Smith, Director

Date

☐ APPROVED ☐ DENIED